This session covers:

- Developing Quality Project Proposals
- Planning the Project Budget
- Allowable and Non-Allowable Expenses
- The Launch of APEC Project Administration System (APAS)
APEC Project Cycle

**CONCEPT NOTE**
- Drafted by PO
- Endorsed by forum
- Scored by economies
- Ranked by PMU
- (If successful) In-principle approval by BMC

**PROJECT PROPOSAL**
- Drafted by PO
- Endorsed by forum
- Quality assessed by PMU until ‘Satisfactory’
- Final Approval by BMC

**IMPLEMENTATION**
- Procurement and contracting
- Deliver outputs according to Workplan
- Submit Monitoring Report (Apr or Oct)
- Finalise by PCD
- Evaluate project
- Submit Completion Report
Project Session Dates 2023

1. 15 June
   - Late July to September
   - August to October

2. 20 September
   - Late September to November
   - Late October to December

Internal Submission > Quality Assessment* > PO receives Final Approval*

* Indicative timeframe
Project Proposal

Key Focus

QUALITY
Project is assessed against 5 Quality Criteria of APEC Projects

PROGRAM LOGIC
Project reflects a causal chain between outputs, outcomes, and the overall objectives
Project Proposal
Getting Started

**TEMPLATE**
Make sure you download the most current version from the APEC website (Project Overseer’s Toolkit)

**CONSISTENCY**
Follow elements stated in the approved Concept Note

**14-PAGE MAX**
Elaborate with details and fact-based statements

**BUDGET**
Develop a detailed Budget Plan in line with approved funding amounts
Project Proposal
Template Page 1, 2 (Relevance, Impact)

APEC Project Proposal

Please submit through relevant APEC Secretariat Program Director.

Project Title and Number: 

Fund Source (Select one):
- General Project Account (GPA)
- Trade and Investment Liberalization and Facilitation Special Account (TILF)
- APEC Support Fund (ASF) - General Fund
- APEC Support Fund (ASF) - Sub-fund

You must indicate the Sub-fund here: 

APEC Forum: 

Proposing APEC Economy: 

Co-sponsoring Economies: 

Expected Start Date: 

Project Completion Date: (see Chapter 1 suggested on APEC project)

Project Summary:
In 150 words -
- What is the issue that you will address or examine in your project?
- Outline the key things your project will do, in terms of what, where, when and with whom.

(Summary must be no longer than the box provided. Cover Sheet must fit on one page)

In 150 words -
- Define the issue that you will address or examine in your project.
- Outline the key things your project will do, in terms of what, where, when and with whom.

(Summary must be no longer than the box provided. Cover Sheet must fit on one page)

Summary of Proposed Budget (USD):

APEC Funding

Self-funding

Total Project Value

For example:
1. Research and Background Paper
2. Workshop
3. Workshop Summary Report

Project Overseers are encouraged to limit outputs to 3 or fewer.

Project Details

Please answer each question succinctly. Suggested section lengths are provided as a guide. Proposals must be no longer than 14 pages, including the Itemized Budget and Cover Sheet.

Project Objective:

- State the overarching objective of the project in 100 words or less (refer to your Concept Note).
- Establish a Project Objective that is aligned with the planned Project Outcome (Section B3).

(If the project is a sub-project of another project, please refer to Section A: Project Relevance below)

SECTION A: Project Relevance

1) Aims:
What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? [Up to ¾ page]

b) Alignment to APEC: Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement. [¾ page]

c) Alignment to Forum: How does the project align with your forum’s work plan/strategic plan? [¾ page]

2) Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated Fund or Sub-fund? [¾ page]

3) Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook) [Up to ¾ page]

SECTION B: Project Impact

4) Outcomes: Using a numbered list in chronological sequence, identify and describe the key products or services that will happen during the implementation of your Project in support of the Outcomes. This may include workshops, reports, analysis and research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc. [5 to ¾ page]

5) Outcomes: Using a numbered list, describe the specific impacts, changes or benefits that the Project is expected to deliver, which directly support the Project Objective (above). These include changes in policy, processes, or
6. **Beneficiaries:** Who are the direct project participants and users of the Outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economies represented, government department, APEC fora involvement, etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how? [1/2 to 1/4 page]

7. **Dissemination:** Describe plans to disseminate all output documents/reports and other results of the project, including:
   - Whether the document(s) and/or report(s) will be an APEC Publication
   - The number, form and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or website maintenance)
   - Channels of dissemination (identify any websites, including the APEC website, or social media)
   - The target audience of each output document/report
   - Any intention to sell outputs arising from this project [less than 1/2 page]

8. **Gender:** What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants and female speakers/experts, in the table below: [less than 1/2 page]

<table>
<thead>
<tr>
<th>Targets</th>
<th>Female Participants (%)</th>
<th>Female Speakers/Experts (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Referring to the Guide on Gender Criteria for APEC Project Proposals in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women’s economic empowerment:

- **5 Pillars (you may tick more than one):**
  1. Access to Capital and Assets
  2. Access to Markets
  3. Skills, Capacity Building, and Health
  4. Leadership, Voice and Agency
  5. Innovation and Technology

**SECTION C: Project Effectiveness**

9. **Workplan:** Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:
   - All outputs as Deliverables such as research work/survey, events, and project reports/publications (Indicate their submission dates. Ensure the same names for outputs are used)
   - Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
   - Procurement steps and contractor related milestones
   - Engagement with other economies, organizations and/or working fora
   - One Monitoring Report per calendar year and a Completion Report two months after the Project Completion Date [1/2 to 2 pages]. Answers can be adapted from the Concept Note.

<table>
<thead>
<tr>
<th>No.</th>
<th>Risks</th>
<th>How will it be managed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. **Risks:** What risks could impact project implementation and how will they be managed? [1/2 to 1 page, depending on project nature/complexity]

11. **Monitoring and Evaluation:** The project’s success will be measured by the extent to which it has delivered all its planned Outcomes, in support of the Project Objective. Please use the matrix table below to indicate your project evaluation plans by specifying what will be measured, which indicators will be used, what the target goals are, and how they will be evaluated and reported.

<table>
<thead>
<tr>
<th>Output</th>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1. On-line training (synchronous and asynchronous)</td>
<td>1. Contracted executed</td>
<td>31 Dec 2021</td>
<td>Certification by PO</td>
<td>Contract</td>
</tr>
<tr>
<td></td>
<td>2. No. of participants (excl. speakers/experts)</td>
<td>16</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. % of participating men/women (excl. speakers/experts)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. No. of speakers/experts engaged</td>
<td>6</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
</tbody>
</table>

**GB16 – Sep 2021**
### Project Proposal

**Template Page 5, 6 (Sustainability)**

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. % of speakers/experts (men/women)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
<tr>
<td>6. No. of attending economies</td>
<td>16</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
<tr>
<td>7. No. of travel eligible economies</td>
<td>8</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
<td></td>
</tr>
<tr>
<td>8. Content developed and deployed</td>
<td>28 Feb 2021</td>
<td>Certification by PO</td>
<td>Contract</td>
<td></td>
</tr>
<tr>
<td>3. Workshop (case studies)</td>
<td>1. No. of participants (excl. speakers/experts)</td>
<td>16</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>2. % of participating men/women (excl. speakers/experts)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>3. No. of speakers/experts engaged</td>
<td>5</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>4. % of speakers/experts (men/women)</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>5. No. of attending economies</td>
<td>16</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>6. No. of travel eligible economies</td>
<td>8</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>7. Content developed and deployed</td>
<td>31 Oct 2021</td>
<td>Certification by PO</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>3. Project Report</td>
<td>1 Nov 2021</td>
<td>Certification by PO</td>
<td>Email to the Secretariat</td>
</tr>
</tbody>
</table>

### Evaluation Focus

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Therapies</td>
<td>1. % of participants report substantial knowledge increase</td>
<td>75%</td>
<td>Ex-ante and ex-post evaluations</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>2. Developing APEC economics report substantial knowledge increase</td>
<td>25%</td>
<td>Ex-ante and ex-post evaluations</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>3. Women report substantial knowledge increase</td>
<td>33%</td>
<td>Ex-ante and ex-post evaluations</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>2. Recommendations on how to implement best practices in drug approvals</td>
<td>10</td>
<td>Included in the Project Report</td>
<td>Report to the Working Group</td>
</tr>
<tr>
<td>Others</td>
<td>1. No. of recommendations made</td>
<td>10</td>
<td>Included in the Project Report</td>
<td>Report to the Working Group</td>
</tr>
</tbody>
</table>

**Limitations:** Describe the involvement of other APEC fora, and other relevant organizations. Include:
- Engagement: How are you engaging other relevant groups within and outside APEC?
- Previous work: How does this project build on, and avoid duplication of, previous or ongoing APEC initiatives, or other organizations working in this area?
- APEC’s comparative advantage: Why is APEC the best sources of funds for this project? [5% to 1 page. Answers may be taken or adapted from the Concept Note]

### SECTION D: Project Sustainability

13. **Sustainability:** Describe how the project will continue to have impact after the APEC Funding is finished.
- How will the beneficiaries be supported to carry forward the results and lessons from the project?
- After the project completion, what are the possible next steps to build on its Outputs and Outcomes? How will you try to ensure these future actions will take place? How will next steps be tracked?
- How will progress on the Outcomes (Question 5) be measured? [less than 1 page]

14. **Project Oversight:** Who will manage the project? Note that the scope of the duty includes managing of contractors and specialists. Include brief profile(s) of the PO(s) and any other main point(s) of contact responsible for this project. [less than 1/2 page]
## SECTI0N E: Project Efficiency

### Budget

15 Complete the Itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and Self-funding contributions. Please consult the Guidebook on APEC Projects for eligible expenses.

**APEC Project Itemized Budget**

Please consult the eligible expenses in the Guidebook on APEC Projects.

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labour</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaker’s honorarium (government officials/industry)</td>
<td>(no of speakers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-term clinical fees</td>
<td>(no of hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor fees</td>
<td>(no of hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(contractors Secretary’s fees to be included in cost and packaged together)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel (Speaker, Experts, Researchers)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodation and 75% additional payment*)</td>
<td>(no of persons and days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>(no of persons and tips)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Travel for Participants (from travel-eligible economies only. Active participants only)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem (incl. accommodations and 75% additional payment*)</td>
<td>(no of persons and days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare (restricted economy class)</td>
<td>(no of persons and tips)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other Items</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication/Distribution report</td>
<td>(no of copies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specialized equipment or materials (please describe)</td>
<td>(type, #, and # of days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopying</td>
<td>(no of copies)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications (telephone, fax, mail, courier)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting (audio-visual equipment, e.g., room rental, stationery)</td>
<td>(with an appropriate)</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Budget Notes:

1. **Direct Labour** - Provide information for APEC-funded positions including a list of general duties, total hours per contracted tasks and who will be contracted, if known. (It is not acceptable to contract staff from your own organization or government employees.)

2. **Honorarium** - please refer to the Honorarium Payment Schedule in the Guidebook when proposing an honorarium rate for each Speaker/Expert.

3. **Contractors (Short Term Clinical Staff, Event Logistics Provider, Consultant and Researcher)** - Please use one row for each Speaker/Expert you propose (APEC) to fund.

<table>
<thead>
<tr>
<th>No.</th>
<th>Specific and Actual Tasks</th>
<th>No. of Hours</th>
<th>Unit Rate (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<td>3</td>
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<td>5</td>
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<td>6</td>
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<td>7</td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information, if any:

**Budget Note 2: Waivers** - Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the notes column of the budget table, or below if the waiver requires a detailed explanation.
Project Proposal

15 QUESTIONS

1. RELEVANCE
   - Objective
   - Relevance
   - Capacity Building

2. IMPACT
   - Outputs
   - Outcomes
   - Beneficiaries
   - Dissemination
   - Gender

3. EFFECTIVENESS
   - Work Plan
   - Risks
   - Monitoring and Evaluation
   - Linkage

4. SUSTAINABILITY
   - Sustainability
   - Project Overseers

5. EFFICIENCY
   - Budget
   - Direct Labor and Waivers
# Project Proposal Template

## Project Title and Number:

### Fund Source (Select one):
- General Project Account (GPA)
- Trade and Investment Liberalization and Facilitation Special Account (TILF)
- APEC Support Fund (ASF) – General Fund
- APEC Support Fund (ASF) – Sub-Fund. You must nominate the sub-fund here: 

### APEC forum:

- [ ]

### Proposing APEC economy:

- [ ]

### Co-sponsoring economies:

- [ ]

### Expected Start Date:

- [ ]

### Project Completion Date:

- [ ]

### Project Summary:

In 150 words -
- What is the issue that you will address or examine in your project?
- Outline the key things your project will do, in terms of what, where, when and with whom.
- (Summary must be no longer than the box provided. Cover sheet must fit on one page)

### Summary of Proposed Budget (USD):

<table>
<thead>
<tr>
<th>APEC funding</th>
<th>Self-funding</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

## Project Overseer Information and Declaration:

- **Name:**
- **Title:**
- **Organization:**
- **Tel:**
- **E-mail:**

As Project Overseer and on behalf of the above said Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the BMC denying or revoking funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document's budget table, in the case of any inconsistencies within the document. By submitting the APEC Project Proposal to the APEC Secretariat, you (each Project Overseer or point of contact) agree that the APEC Secretariat will collect, use, disclose, and transmit the data contained in the APEC Project Proposal, which you have provided to the APEC Secretariat, in accordance with the Singapore’s Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (https://www.apec.org/PrivacyPolicy). The APEC Secretariat will transfer any data provided on this form, which may contain personal data of Project Overseer(s), to APEC member economies overseas via the APEC Secretariat.
Setting Start and Completion Dates

Project Duration: 15~20 months

**PS 1**

Expected Start Date: Aug to Oct

Implementation

Must Complete: Dec of 2nd Year

Approved in PS1 2023, must complete by Dec 2024

**PS 2**

Expected Start Date: Nov to Jan

Implementation

Must Complete: Jun of 3rd Year

Approved in PS2 2023, must complete by Jun 2025
Project Proposal

Template: Section B - IMPACT

APEC Project Proposal
Please submit through relevant APEC Secretariat Program Director.

Project Title and Number: 

Fund Source (Select one):
- General Project Account (GPA)
- Trade and Investment Liberalization and Facilitation Special Account (TILF)
- APEC Support Fund (ASF) - General Fund
- APEC Support Fund (ASF) - Sub-fund. You must indicate the Sub-fund here: 

APEC Forum: 

Proposing APEC Economy: 

Co-sponsoring Economies: 

Expected Start Date: 

Project Completion Date: 

Project Summary:
In 150 words:
- What is the issue that you will address or examine in your project?
- Outline the key things your project will do, in terms of what, where, when and with whom.
(Summary must be no longer than the box provided. Cover Sheet must fit on one page)

Summary of Proposed Budget (USD):

<table>
<thead>
<tr>
<th>APEC Funding</th>
<th>Self-funding</th>
<th>Total Project Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For example:
1. Research and Background Paper
2. Workshop
3. Workshop Summary Report

Project Overseers are encouraged to limit outputs to 3 or fewer

Project Overseer Information and Declaration

Name: 
Title: 
Organization: 
Tel: 
Email: 

As Project Overseer and on behalf of the above named Organization, I declare that this submission was prepared in accordance with the Guidebook on APEC Projects and any ensuing project will comply with said Guidebook. Failure to do so may result in the IMC denying or withholding funding and/or project approval. I understand that any funds approved are granted on the basis of the information in the document’s budget table, in the case of any inconsistencies within the document. By submitting this APEC Project Proposal to the APEC Secretariat, you (each Project Overseer or project contact) agree that the APEC Secretariat will collect, use, disclose, and treat the data contained in the APEC Project Proposal, which you have provided to the APEC Secretariat, in accordance with the Singapore’s Personal Data Protection Act 2012 and our (the APEC Secretariat) data protection policy (www.apec.org/PrivacyPolicy). The APEC Secretariat will share any data provided on this term, which may contain personal data of Project Overseers, to APEC member economies overseas via the APEC Secretariat.

Name of Project Overseer / Date

SECTION A: Project Relevance

[Answers to questions 1–3 may be adapted from the Concept Note]

1. a) Issues: What problems does the project seek to address? Does it have sustained benefits for more than one economy in the APEC region? [Up to ¼ page]

b) Alignment to APEC: Describe specific APEC priorities, goals, strategies and/or statements that the project supports, and explain how the project will contribute to their achievement. [¼ page]

c) Alignment to Forum: How does the project align with your forum’s work plan/strategic plan? [½ page]

2. Eligibility and Fund Priorities: How does the project a) meet the eligibility criteria and b) support the funding priorities for the nominated fund or sub-fund? [½ page]

3. Capacity Building: How will the project build the capacity of APEC member economies. For ASF projects, please identify the APEC developing member economies that will benefit from this project. (Refer to capacity building goals, objectives and principles at Appendix K of the Guidebook) [Up to ½ page]

SECTION B: Project Impact

4. Outputs: Using a numbered list in chronological sequence, identify and describe the key outputs or services that will happen during the implementation of your Project in support of the Outcomes. This may include workshops, reports, analysis and research work, recommendations, best practice guidelines, action plans, websites etc. Be brief but describe key parameters, like purpose, duration, location, expected scope and scale, timelines etc. [5 to ¾ page]

5. Outcomes: Using a numbered list, describe the specific impacts, changes or benefits that the Project is expected to deliver, which directly support the Project Objective (above). These include changes in policy, processes, or...
### Section B: Project Impact
### Question 4: Outputs

- Limit outputs to 3
- Use the **same** name throughout
- Align with the outcomes
- Describe in detail – activities/events, written products
- Present in **chronological** order
- Publications should have at least **12-15** pages

<table>
<thead>
<tr>
<th>research</th>
<th>event</th>
<th>website</th>
<th>report</th>
</tr>
</thead>
<tbody>
<tr>
<td>• scope</td>
<td>• purpose</td>
<td>• purpose</td>
<td>• purpose</td>
</tr>
<tr>
<td>• methodology</td>
<td>• format</td>
<td>• target user</td>
<td>• content</td>
</tr>
<tr>
<td>• targets</td>
<td>• duration</td>
<td>• expected lifetime</td>
<td>• page length</td>
</tr>
<tr>
<td>• result</td>
<td>• target audience</td>
<td>• hosting</td>
<td>• audience</td>
</tr>
<tr>
<td>presentation</td>
<td>• rough agenda</td>
<td>• maintenance cost</td>
<td>• rough structure</td>
</tr>
</tbody>
</table>

<--- Asia-Pacific Economic Cooperation --->

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Section B: Project Impact

Question 4: Outputs

Example:

1. Background Research Paper
2. 2-day virtual Workshop
Project Proposal

15 QUESTIONS

1. Objectives
   - Relevance
   - Capacity Building

2. Impact
   - Outputs
   - Outcomes
   - Beneficiaries
   - Dissemination
   - Gender

3. Effectiveness
   - Work Plan
   - Risks
   - Monitoring and Evaluation
   - Linkage

4. Sustainability
   - Sustainability
   - Project Overseers

5. Efficiency
   - Budget
   - Direct Labor and Waivers

Quality Criteria
Section B: Project Impact
Question 5: Outcomes

What are Outcomes?

• Consider the changes, impacts or benefits you expect to see as a result of the project e.g. knowledge gain amongst participants
• Consider linking to each of your outputs
• How will you measure your outcomes? You will need to set short to medium term measurable indicators.
Section B: Project Impact
Question 5: Outcomes

Example:
(for a Workshop on ‘Supply Chains: Impacts and Adaptation during Covid-19’)

1. Improved resources to encourage best practice policy development by energy sector policy makers in APEC economies

2. Increased knowledge amongst project participants in relation to the legal, regulatory and policy conditions needed for implementation of effective energy efficiency policies

3. Increased collaboration between public and private sector stakeholders in APEC economies, to be measured through a survey of participants 6 months after the project.
Section B: Project Impact
Question 6: Beneficiaries

**Primary Beneficiaries:** *Target Participant Profile for the event or report audience*

- What experience or expertise should the participants have, to be able to contribute to the Workshop? If public officials, which ministries or agencies would they work for, and what roles should they hold (e.g. technical officers, policymakers)? If private sector, which sectors or organisations are most relevant?

- Include a participant profile in the event’s *General Information Circular.*
Example (for a Workshop on Rebuilding Rural Tourism):

(Workshop participants) will be from rural tourism organisations, chambers of commerce, community leaders and government policymakers and researchers. Policymakers and researchers will be from ministries with responsibility for rural and regional development, tourism, the environment and digital innovation. Participants will either have a direct stake in planning and managing a rural tourism project; or significant influence over a rural tourism enterprise in their economy, in the form of direct actions (i.e. planning and implementation of action plans) or policymaking (i.e. encouraging or incentivising policy change).
Section B: Project Impact

Question 6: Beneficiaries

**Secondary Beneficiaries:** Who else will be impacted if the project outcomes are achieved i.e. the general public, or certain groups e.g. female MSME owners

**Example**

Secondary Beneficiaries will be tourism services operators, who will benefit from the implementation of policies and recommendations, including the Project Report, which will be publicly available.
Section B: Project Impact

Question 7: Dissemination

- How will PO promote each information/written output? i.e. Background Report to be shared with participants prior to the Workshop.

- Is there an APEC Publication?

- Any recording? APEC Project Event Recording Policy

- Refer APEC Publication Guidelines, Social Media Guidelines
The APEC Project Event
Recording Policy

• State Purpose
• Endorsement and Pre-Agreement
• Adhere to relevant APEC policies and guidelines
• Note that you may not
  • Disseminate full and unedited recordings
  • Disseminate parts where participants engage in open discussions
• Livestream, except to approved remote participants, project experts, speakers and contractors
Section B: Project Impact

Question 8: Gender

How is this project benefitting women (or men)?

• Indicate which 5 pillars of women economic empowerment from the Gender Criteria (Appendix G of the Guidebook)

• Set targets for female participants and speaker rates – no less than 30%, ideally 50%

• Collect sex-disaggregated data for the Completion Report (mandatory)

• Think beyond participants and speakers – suggest a session with focus on female perspective of the policy issue – women are often affected differently.
### Section B: Project Impact

**Question 8: Gender**

#### Example

<table>
<thead>
<tr>
<th>Targets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Participants (%)</td>
<td>50%</td>
</tr>
<tr>
<td>Female Speakers/Experts (%)</td>
<td>50%</td>
</tr>
</tbody>
</table>

#### 5 Pillars (you may tick more than one)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Access to Capital and Assets</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Access to Markets</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Skills, Capacity Building, and Health</td>
<td>X</td>
</tr>
<tr>
<td>4.</td>
<td>Leadership, Voice and Agency</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Innovation and Technology</td>
<td>X</td>
</tr>
</tbody>
</table>
6. **Beneficiaries:** Who are the direct project participants and users of the Outputs? Describe their qualifications, level of expertise, roles/level of responsibility, gender, economics represented, government departments, APEC fora involvement, etc. Explain how they will use and benefit from the project. Who else will benefit from the project and how? [3 to 5 pages]

7. **Dissemination:** Describe plans to disseminate all output documents/reports and other results of the project, including:
   - Whether the document(s) and/or report(s) will be an APEC Publication
   - The number, format and content of publications (Note: Electronic publication is preferred. APEC will not fund publications that are only presentation slides, or websites mantenence)
   - Channels of dissemination (identify any websites, including the APEC website, or social media)
   - The target audience of each output document/report
   - Any intention to sell outputs arising from this project [less than ½ page]

8. **Gender:** What steps will the project take to ensure the participation and engagement of both men and women in project activities? How do the project outcomes and the project objective benefit women? Please indicate the target percentages of female participants, and female speakers/experts, in the table below. [less than ½ page]

<table>
<thead>
<tr>
<th>Targets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Female Participants (%)</td>
<td></td>
</tr>
<tr>
<td>Female Speakers/Experts (%)</td>
<td></td>
</tr>
</tbody>
</table>

   Refer to the Guide on Gender Criteria for APEC Project Proposals in the Guidebook on APEC Projects, please tick the pillar or pillars that this project supports, in promoting women’s economic empowerment:

   1. Access to Capital and Assets
   2. Access to Markets
   3. Skills, Capacity Building, and Health
   4. Leadership, Voice and Agency
   5. Innovation and Technology

**SECTION C: Project Effectiveness**

9. **Workplan:** Produce a Workplan using the table below. Refer to the Outputs section and make sure you include:
   - All outputs as Deliverables such as research work/survey, events, and project reports/publications (indicate their submission dates. Ensure the same names for outputs are used)
   - Other Deliverables such as agenda, participant/speaker lists, evaluation activities, etc.
   - Procurement steps and contractor related milestones
   - Engagement with other economies, organizations and/or working fora
   - One Monitoring Report per calendar year and a Completion Report two months after the Project Completion Date [1-2 pages. Answers can be adapted from the Concept Note]

10. **Risks:** What risks could impact project implementation and how will they be managed? [3 to 7 pages, depending on project nature/complexity]

    | No. | Risks | How will it be managed? |
    |-----|-------|-------------------------|
    | 1   |       |                          |
    | 2   |       |                          |
    | 3   |       |                          |
    | 4   |       |                          |
    | 5   |       |                          |
## Section C: Project Effectiveness

### Question 9: Workplan

A detailed plan with specific, chronological steps to implement the outputs.

<table>
<thead>
<tr>
<th>Time</th>
<th>Tasks</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>July-Aug 2022</td>
<td>• Draft and finalise procurement documents (Terms of Reference); Identify and sign contractor</td>
<td>Signed contract</td>
</tr>
<tr>
<td>Sept-November</td>
<td>• Research and draft Background Research Report, including survey of APEC economies</td>
<td>Background Research Report</td>
</tr>
<tr>
<td>Sept-Oct</td>
<td>• Develop Workshop agenda</td>
<td>Agenda, confirmed speaker list, confirmed venue, draft GIC</td>
</tr>
<tr>
<td></td>
<td>• Identify and contact speakers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Confirm Workshop venue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Draft the General Information Circular (GIC), including nomination form</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>• Submission of Monitoring Report to Secretariat (by 1 October)</td>
<td>Monitoring Report submitted</td>
</tr>
<tr>
<td>November</td>
<td>• Disseminate GIC</td>
<td>Disseminated GIC</td>
</tr>
<tr>
<td>November-December</td>
<td>• Register participants, review speaker presentations, participant and speaker travel arrangements (with Secretariat)</td>
<td>Registered participants, confirmed travel arrangements</td>
</tr>
<tr>
<td></td>
<td>• Send Background Research Report to registered participants</td>
<td>Background Research Report disseminated</td>
</tr>
<tr>
<td>January 2023</td>
<td>• Hold 2-day Workshop</td>
<td>Delivery of Workshop</td>
</tr>
<tr>
<td>February 2023</td>
<td>• Disseminate participant feedback survey</td>
<td>Dissemination of survey, collation of results</td>
</tr>
</tbody>
</table>
Section C: Project Effectiveness

Question 9: Workplan

Reminders

• Start the Workplan from the **Expected Start Date (ESD)**
• Must complete by default **Project Completion Date (PCD)**
• The Deliverables must match the same Output names
• Always begin with the contracting process (**8 wks**), if applicable
• **4-month** notice to change event format
• General Information Circular (GIC) sent out no later than 2 months before event date
• Project Report (publication) submitted **8 weeks before PCD**, for Secretariat’s review and approval, followed by forum’s endorsement
Section C: Project Effectiveness

Question 9: Workplan

Include required reporting tasks

**During Implementation**
- **Monitoring Reports** are submitted annually on *1 Apr or 1 Oct*

**At Completion**
- A project is considered **completed** once all project activities and financial disbursement have been undertaken
- A **Completion Report** must be submitted within 2 months **after** the Project Completion Date (PCD)

**Post Completion**
- Participate in the annual **Long Term Evaluation of APEC Project (LTEAP)** survey, 6-12 months after completion
Section C: Project Effectiveness
Question 11: Monitoring and Evaluation

A matrix table of indicators is provided to guide you to:

- Setting
  - Target Indicators
    - OUTPUTS
    - OUTCOMES

- Measure
  - Indicators
    - EVALUATION SURVEY
    - ATTENDANCE LIST
    - CONTRACT MILESTONES

- Report
  - Indicators
    - COMPLETION REPORT
### Project Proposal

#### Section C: Project Effectiveness

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
<th>Evaluation Method</th>
<th>Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outputs</td>
<td>1. Workshop</td>
<td>1. Contracted executed</td>
<td>31 December 2021</td>
<td>Certification by PO</td>
</tr>
<tr>
<td></td>
<td>2. No. of experts engaged</td>
<td>10</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>3. No. of attending economies</td>
<td>15</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>4. No. of travel eligible economies</td>
<td>8</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>5. % of participating men/women</td>
<td>50/50</td>
<td>Event Attendance List</td>
<td>Completion Report</td>
</tr>
<tr>
<td></td>
<td>6. Content developed and deployed</td>
<td>28 Feb. 2021</td>
<td>Certification by PO and by Secretariat</td>
<td>Contract</td>
</tr>
</tbody>
</table>

**Second Output**

<table>
<thead>
<tr>
<th>Evaluation Focus</th>
<th>Indicators</th>
<th>Target Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.</td>
<td></td>
</tr>
</tbody>
</table>
## Question 11: Monitoring and Evaluation

### Project Evaluation Plan

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>1. % of knowledge and skill increased</th>
<th>10%</th>
<th>Post-event (Workshop/training) participant feedback survey</th>
<th>Completion Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge and skill of participants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Transferring technical skills for testing IoT product across APEC economies.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Benefits of workshop and training</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. No. of transfer</td>
<td></td>
<td>1</td>
<td>Post-event (Workshop/training) participant feedback survey; longer term (12 month) PO survey</td>
<td></td>
</tr>
<tr>
<td>3. % of increased benefits</td>
<td></td>
<td>5%</td>
<td>Post-event (Workshop/training) participant feedback survey; longer term (12 month) PO survey</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APEC Asia-Pacific Economic Cooperation**
## Evaluation Indicators Table

### OUTPUT

<table>
<thead>
<tr>
<th>Workshops</th>
<th>No. of Participants</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Attendance List</td>
<td>Percentage of Women Speakers</td>
<td>30%</td>
</tr>
</tbody>
</table>

| Event Attendance List | No. of Attending APEC Economies | 10 |
| Event Attendance List | No. of Discussion Sessions Summarized by Contractor | 6 |
| Certification by PO |

---

**Source:** APEC Secretariat

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Section C: Project Effectiveness

Question 11: Monitoring and Evaluation

OUTCOMES

- 75% of participants Reporting Knowledge Increase
  - Post-workshop Evaluation

- 75% of participants agree networks & collaboration strengthened
  - Post-workshop Evaluation

- 2 Number of new resources available for APEC economies
  - Background Research Report and Final Report (inc best practices and recommendations)
## Project Efficiency

### 15. Budget
Complete the itemized Budget and Budget Notes for the project in the template below. The Budget should include calculation assumptions (e.g., unit costs) and self-funding contributions. Please consult the Guidebook on APEC Projects for eligible expenses.

#### APEC Project Itemized Budget

Please consult the eligible expenses in the Guidebook on APEC Projects.

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-funding</th>
<th>Notes</th>
</tr>
</thead>
</table>

**Direct Labour**

- Speaker or Chairman (government officials ineligible)
  - (# of speakers)
- Short-term clerical fees
  - (please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)
  - (# of hours)
- Contractor fees
  - (contractor's fee to be included in cost and packaged together)
  - (# of hours)

**Travel (Speaker, Experts, Researchers)**

- Per diem (incl. accommodation and 75% additional payment)
  - (# of persons and days)
- Airfare
  - (# of persons and trips)

**Travel for Participants (from travel-eligible economies only, active participants only)**

- Per diem (incl. accommodations and 75% additional payment)
  - (# of persons and days)
- Airfare (reimbursed economy class)
  - (# of persons and trips)

**Other Items**

- Publication/distribution of report
  - (# of copies)
- Specialized equipment or materials (please describe)
  - (type, #, and # of days)
- Photocopying
  - (# of copies)
- Communications (telephone, fax, mail, courier)
  - 
- Housing (provide breakdown, e.g., room rental, stationary)
  - (units as appropriate)

**Total**

### Budget Note 1: Direct Labour
- Provide information for APEC-funded positions, including a list of general duties, total hours per contracted tasks and who will be contracted, if known. It is not acceptable to contract staff from your own organization or government employees.

1. Honorarium – please refer to the Honorarium Payment Schedule at Appendix M of the Guidebook when proposing a honorarium rate for each Speaker/Expert:

<table>
<thead>
<tr>
<th>No.</th>
<th>Indicate Role: Speaker? Moderator? Panelist?</th>
<th>Total Time Spent at the Project Event (in Hours)</th>
<th>Proposed Honorarium Rate</th>
<th>Additional Information, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The roles and tasks of speakers/experts may be restructured according to final project requirements.

2. Contractors to be funded by APEC (Short-Term Clerical Staff, Event Logistics Provider, Consultant and Researcher). Please use one table per Direct Labor item and list all relevant tasks to be performed by the contractor[s]. Please provide the number of work hours for each task.

<table>
<thead>
<tr>
<th>No.</th>
<th>Specific Tasks</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

### Budget Note 2: Waivers
- Provide details of any requests for waivers from the normal APEC financial rules, with justifications in the "Notes" column of the budget table, or below if the waiver requires a detailed explanation.
Project Proposal

15 QUESTIONS

1. OBJECTIVE
   - Project Objective
   - Relevance
   - Capacity Building

2. IMPACT
   - Outputs
   - Outcomes
   - Beneficiaries
   - Dissemination
   - Gender

3. EFFECTIVENESS
   - Work Plan
   - Risks
   - Monitoring and Evaluation
   - Linkage

4. SUSTAINABILITY
   - Sustainability
   - Project Overseers

5. EFFICIENCY
   - Budget
   - Direct Labor
   - Waivers

---

Asia-Pacific Economic Cooperation

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Section E: Project Efficiency

Question 15: Budget

The budget approved in the Concept Note is the ceiling for the project.

<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
</table>

**Fund Source (Select one):**
- General Project Account (GPA)
- Trade and Investment Liberalization and Facilitation Special Account (TILF)
- APEC Support Fund (ASF) – General Fund
- APEC Support Fund (ASF) – Sub-Fund. **Please nominate the sub-fund here:**

<table>
<thead>
<tr>
<th>APEC forum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposing APEC economy:</td>
</tr>
<tr>
<td>Co-sponsoring economies:</td>
</tr>
<tr>
<td>Expected start date:</td>
</tr>
<tr>
<td>Expected completion date:</td>
</tr>
</tbody>
</table>

**Project summary:**

Describe the project in under 150 words. Your summary should include the project topic, planned activities, timing and location:

(Summary must be no longer than the box provided. Cover sheet must fit on one page)

<table>
<thead>
<tr>
<th>Total cost of proposal: (APEC funding + self-funding): <strong>USD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total amount being sought from APEC (USD):</strong></td>
</tr>
<tr>
<td><strong>By category:</strong> Travel:</td>
</tr>
<tr>
<td>Labor costs:</td>
</tr>
<tr>
<td>Hosting:</td>
</tr>
<tr>
<td>Publication &amp; distribution:</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

(See Guidebook on APEC Projects, Ch. 9 to ensure all proposed costs are allowable.)
Section E: Project Efficiency

Question 15: Budget

Capacity Building
include travel and hosting costs

Travel Eligible
Budget for all 11 Travel Eligible* Economies

Honorarium
Follow the Honorarium Payment Schedule

Research
Seek quote and check other project budgets

Expenses
Understand the allowable and non-allowable

Direct Labor
List contractor’s tasks and work hours

Cost Efficient = Good Project Value

*11 TEE: Chile, China, Indonesia, Malaysia, Mexico, PNG, Philippines, Peru, Russia, Thailand, Viet Nam
# Section E: Project Efficiency

**Question 15: Budget**

<table>
<thead>
<tr>
<th>Time spent at the event</th>
<th>Honorarium Rates $US (includes preparation time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 1 hour</td>
<td>Up to $500</td>
</tr>
<tr>
<td>Between 1 hour and 3 hours</td>
<td>Up to $700</td>
</tr>
<tr>
<td>Between 3 and 6 hours</td>
<td>Up to $800</td>
</tr>
<tr>
<td>More than 6 hours but less than 8 hours</td>
<td>Up to $1000</td>
</tr>
<tr>
<td>8 hours or more (or one whole-day event where event is 8 hours or more)</td>
<td>Up to $1200</td>
</tr>
<tr>
<td>Multiple-day event (each event day is 8 hours or more)</td>
<td>Up to $1500</td>
</tr>
</tbody>
</table>
## Section E: Project Efficiency

### Question 15: Budget

- **Direct Labour (Budget Note 1)**
- **Travel for Experts**
- **Travel for Participants**
- **Other Items (includes Hosting)**

### APEC Project Itemized Budget

<table>
<thead>
<tr>
<th></th>
<th># of Units</th>
<th>Unit Rate</th>
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<td><strong>Direct Labour</strong></td>
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</tr>
<tr>
<td>Speaker's honorarium</td>
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<td>(government officials)</td>
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<tr>
<td>(please provide details of scope of work and deliverables in Budget Note 1 - Direct Labour)</td>
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<tr>
<td>Contractor fees</td>
<td>(# of hours)</td>
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<tr>
<td>(contractors Secretary’s fees to be included in cost and packaged together)</td>
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<tr>
<td><strong>Travel (Speaker, Experts, Researchers)</strong></td>
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<tr>
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<td></td>
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<td>(location of event)</td>
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<tr>
<td>Airfare</td>
<td>(# of persons and trips)</td>
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<tr>
<td><strong>Travel for Participants</strong></td>
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<tr>
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<td>(location of event)</td>
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<tr>
<td>Airfare (restricted economy class)</td>
<td>(# of persons and trips)</td>
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<tr>
<td><strong>Other Items</strong></td>
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<td>(type, #, and # of days)</td>
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<td>Communications (telephone, fax, mail, courier)</td>
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<td>(units as appropriate)</td>
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Building a Budget Plan

Sample APEC Project

1. Pre-Event Research
2. Event (2 days)
3. Project Report (20 pages)

AMOUNT SOUGHT FROM APEC
- US$120,000 (physical)
- US$50,000 (virtual)

LOCATION & DATE
- Bangkok, Thailand
- October, 2022
Building a Budget Plan
for a physical event

for All Events
- Honorarium
- Hosting (room rental)
- Direct Labour
- Short-Term Clerical
- Publications

for Physical Event
- Speakers Travel
- Participants Travel
- Contractors Travel (only as experts and not as logistics provider)

for Virtual Event
- Platform Rental
- Internet Access
- Subsidies for Participants (only travel eligible)
- Video and Audio Equipment Rental
## Building a Budget Plan for a physical event

### DIRECT LABOUR

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Labour</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Speaker's honorarium (government officials ineligible)</td>
<td>(# of speakers) 6</td>
<td>$800</td>
<td><strong>4800</strong></td>
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<tr>
<td>Short-term clerical fees</td>
<td>(# of hours) 125</td>
<td>$40</td>
<td><strong>5000</strong></td>
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<tr>
<td>Contractor fees</td>
<td>(# of hours) 250</td>
<td>$80</td>
<td><strong>20000</strong></td>
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</tbody>
</table>
| (contractors Secretary’s fees to be included in cost and packaged together) | | | | | • Research  
• Project Report Writing |
| Contractor fees | (# of hours) 125 | $80 | **10000** | | |
| (contractors Secretary’s fees to be included in cost and packaged together) | | | | | Event Management |
# Building a Budget Plan for a Physical Event

## Travel

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (Speaker, Experts, Researchers)</td>
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<td>Per diem (incl. accommodation and “75% additional payment”)</td>
<td>(# of persons and days) <strong>6 X 3.75</strong></td>
<td><strong>$232</strong></td>
<td><strong>$5220</strong></td>
<td>2 days Bangkok</td>
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<tr>
<td>Airfare</td>
<td>(# of persons and trips) <strong>6</strong></td>
<td><strong>$5000</strong></td>
<td><strong>$30000</strong></td>
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</table>

| Travel for Participants (from travel-eligible economies only. Active participants only) |           |           |              |              |       |
| Per diem (incl. accommodations and “75% additional payment”) | (# of persons and days) **22 X 3.75** | **$232** | **$19140** | 2 days Bangkok |
| Airfare (restricted economy class) | (# of persons and trips) **6** | **$2500** | **$20000** | Latin America/PNG |
| Airfare (restricted economy class) | (# of persons and trips) **14** | **$1000** | **$14000** | The rest |
## Building a Budget Plan for a physical event

### Other Items

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
<th>Self-Funding</th>
<th>Notes</th>
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<td>Graphic design/copy editing</td>
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<td>(type, #, and # of days)</td>
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<td>Communications (telephone, fax, mail, courier)</td>
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Building a Budget Plan for a virtual event

for All Events

- Honorarium
- Hosting (room rental)
- Direct Labour
- Short-Term Clerical
- Publications

for Virtual Event

- Platform Rental
- Internet Access
- Subsidies for Participants (only travel eligible)
- Video and Audio Equipment Rental

for Physical Event

- Speakers Travel
- Participants Travel
- Contractors Travel (only as experts and not as logistics provider)
# Building a Budget Plan for a Virtual Event

## Direct Labour

<table>
<thead>
<tr>
<th>All Figures in USD</th>
<th># of Units</th>
<th>Unit Rate</th>
<th>APEC Funding</th>
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<td></td>
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<tr>
<td>(contractors Secretary’s fees to be included in cost and packaged together)</td>
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<td></td>
<td></td>
<td>• Research • Project Report Writing</td>
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<tr>
<td>Contractor fees</td>
<td>(# of hours) 125 + equipment</td>
<td>$40</td>
<td>10000</td>
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<tr>
<td>(contractors Secretary’s fees to be included in cost and packaged together)</td>
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<td></td>
<td>Event Management (may include equipment)</td>
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</table>
## Building a Budget Plan for a virtual event

<table>
<thead>
<tr>
<th>OTHER ITEMS</th>
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<td>1. Audio/Visual equipment</td>
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<td>2. Internet access subsidies</td>
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<td>(units as appropriate)</td>
<td>$2000</td>
<td>$4000</td>
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<td>2 days</td>
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**Total:** $49800
Contractor fees:

- Contractors can be researchers, event organisers, Short Term Clerical (STC)
- Tasks should be bundled and contracted to a single contractor unless justified and approved (seek a waiver for more than one contract, not including STC of less than $5000)
- All contractor fees of over $5000 attract Terms of Reference (ToR) or Requests for Proposal (RFP) processes (allow 6 weeks for ToR of $20,000+, 8+ weeks for RFPs of $20,001+)
- Project Overseers may not be contractors.
Section E: Project Efficiency
Allowable Expenses – APEC-funded Travel Budget

Travel – Experts

• Per Diem based on current UN Per Diem Rate
• Maximum of 6 experts / day
• Airfare: most direct economical. Business class for 12 hours or more

Travel – Participants

• Per Diem – same as speakers
• Up to 2 travelers from each travel-eligible economy only
• Only economy class travel, most direct and economical flight
Section E: Project Efficiency
Final Budget Reminders

• Consider event format change 4 months in advance of the event

• Make changes through a Budget Amendment Request – contact PD or PE

• Budget practical and reasonable spending – the goal should not be to expend all available funding

• Understanding all the allowable and non-allowable expenses (Chapter 8 of the Guidebook)
  • No honorarium for the government officials or the contractor
  • No website maintenance fees
THE LAUNCH OF

APEC PROJECT ADMINISTRATION SYSTEM (APAS)

an online platform for the submission and assessment of APEC projects

Project Session 2, 2023

MODERNIZATION

- The conventional way of applying for APEC funding via email is modernized through automated online processes and centralization of data

EFFICIENCY

- Data is stored and copied across forms
- Electronic notifications of next tasks are automatically received, saving user time and resources

DATA ACCESS

- Easier and faster access to project data means more timely support from the Secretariat
- More efficient extraction of data improves evaluation and analysis and supports continuous improvement of project processes
# Submission and Approval Dates

## Concept Notes

<table>
<thead>
<tr>
<th>Internal Submission Deadline</th>
<th>19 June</th>
<th>➢ Submit Concept Note to Program Director (PD) via email by this date (some PDs may set earlier dates)</th>
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<tbody>
<tr>
<td></td>
<td>14 July</td>
<td>➢ Project Overseers upload endorsed CN onto APAS by this date</td>
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| Final Submission Deadline    | 18 July | ➢ PDs submit endorsed Concept Notes to PMU via APAS by this date                                  |

## Project Proposals

<table>
<thead>
<tr>
<th>Submission Deadline</th>
<th>20 September</th>
<th>➢ Project Overseers submit Project Proposal to Program Director via APAS by this date</th>
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<tr>
<td></td>
<td>13 October</td>
<td>➢ Project Overseers submit endorsed Project Proposal to Program Director via APAS by this date</td>
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</table>

| BMC final approval           | October - December | ➢ Project Overseers notified via APAS                                                           |
APEC PROJECT ADMINISTRATION SYSTEM (APAS)

**Online Application Process**

**At a Glance**

1. **Process begins here:**
   - PO submits Concept Notes via email

2. (on APAS) PO Updates Endorsed Concept Note

3. (on APAS) RAFs Score Concept Notes

4. (on APAS) PO Drafts Project Proposal

5. (on APAS) PO Receives QA comments and Revises Proposal

6. (on APAS) PO Signs Letter of Acceptance

**OFFLINE: Processes not conducted on APAS**

- Forum endorses Concept Note
- BMC Approves In-Principle
- Forum endorses Project Proposal
- PMU Recommends Satisfactory Proposals to BMC

**Project work begins**
THANK YOU!